



## **Syllabus Requirements**

Course syllabi are documents that describe both the content and format of a course and clearly identify expectations for students and faculty members. Utica University has identified required and optional elements for course syllabi and created boilerplate language for specific required elements of the syllabus. This language is contained in this document.

### Required Elements for all Courses

1. University name
2. Course prefix
3. Course number
4. Course title
5. Semester and year
6. Class meeting times
7. Course credit hours
8. Course prerequisites and co-requisites
9. Contact information for the instructor, including office hours
10. Departmentally approved course learning objectives
11. Course summary description (Catalog description)
12. Required and recommended readings
13. Schedule including topics and assignment deadlines
14. Breakdown of what percent of the final grade is allocated to each assignment
15. Translation table between numerical grades and letter grades
16. Utica University's policy for Intellectual Honesty
17. Utica University's policy for academic accommodations

### Required Elements for Specific Delivery Modes

- Netiquette policy: required for all online courses and companion shells that contain graded discussion threads or virtual interactions.
- Class meeting times: required for all on-ground and blended courses.
- Identified off-campus experiences: required for courses that include graded off-campus experiences (e.g., field trips) that occur outside of the scheduled meeting time.

### Optional but Strongly Recommended Elements

1. Attendance policy
2. Statements about modifications to the syllabus/schedule and class cancellation
3. Information related to AI, academic honesty, peer tutoring, and academic accommodations.

## Syllabus Elements (may be copied & pasted)

### Grading Scale

This is the University's default grading scale. Faculty members may deviate from this default scale but must indicate clearly in the syllabus when they do so.

Undergraduate Grading Scale			
A	94 – 100	C	74 – 76.99
A-	90 – 93.99	C-	70 – 73.99
B+	87 – 89.99	D+	67 – 69.99
B	84 – 86.99	D	60 - 66.99
B-	80 – 83.99	F	0 - 59.99
C+	77 - 79.99		

Graduate Grading Scale			
A	94 – 100	C+	77 - 79.99
A-	90 – 93.99	C	74 – 76.99
B+	87 – 89.99	F	0 - 73.99
B	84 – 86.99		
B-	80 – 83.99		

### Netiquette

"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, email, videoconferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas. To keep your communication academically professional and appropriate you should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- USING ALL CAPITAL LETTERS IN A SENTENCE, which implies you are yelling at the reader.
- Using many exclamation points to end your sentence as this also implies you are yelling at, or are very upset with, the reader!!!!!!!
- Writing offensive or sarcastic messages.
- Sending numerous emails with the same point in a short period of time.

To keep your communication professional, remember the following principles:

- Always respect the opinions of others and keep your opinions positive. A robust discussion will have disagreements, even strong disagreements, but should not degenerate into personal attack.
- Always avoid offensive, rude, and sarcastic messages. If you receive a message of this nature, do not respond in the same tone. If this type of communication continues from someone, inform your faculty member.
- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica University is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Judicial Process for violation of the Code of Student Conduct.

### **Academic Honesty**

Academic honesty is necessary for the free exchange of ideas and Utica University expects academic honesty from all students.

Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people's ideas, words, and/or factual information without crediting the source. Cheating refers to both the giving and the receiving of unauthorized assistance in the taking of examinations or in the creation of assigned and/or graded class work.

Utica University faculty are authorized to assign a wide range of academic penalties for incidents of academic dishonesty. Depending on the nature of the offense, the penalty may include a reduced grade, or no credit for the assignment, a reduced grade for the course, or a grade of F for the course.

Incidents of academic dishonesty are reported to the Office of Academic Affairs. A repeat offense, or any particularly egregious first offence, will be referred to the Academic Standards Committee which may recommend a more severe penalty than that imposed by the faculty member.

<https://www.utica.edu/academic/facultyinfo/ascacadinteg.cfm>

### **Academic Accommodations**

Any student who needs accommodation in this class due to a documented disability should speak with me as soon as possible, preferably within the first two weeks of class. You should also contact the Office of Learning Services (315-792-3032) in order to determine eligibility for services and to receive an accommodation letter. We will work with you to help you in your efforts to master the course content in an effective and appropriate way.

<https://www.utica.edu/directory/center-student-success/office-learning-services>

### **Statement on Artificial Intelligence**

It is suggested that faculty include their stance on the use of artificial intelligence tools. These guidelines should be clear and in writing.

For example,

Artificial Intelligence (AI) tools and technologies, such as Chat GPT, DALL-E, and others, can enhance learning and productivity. Their use must align with academic integrity, course learning

goals, and ethical considerations. Used responsibly, AI can be a supplement to, not a substitute for, your own work. It may be used for brainstorming or editing, but it should not write the essay for you. It must be used transparently. Include a note and citation indicating which tools were used and how they contributed to your work. Work must be your own; AI-generated content should be treated as a secondary source and properly integrated into and cited in your work. The primary goal of this course is your own skill development and learning; over-reliance on AI will hinder your ability to develop critical thinking and writing skills. Your use of AI tools must comply with university policy regarding academic integrity and technology use. This policy applies to all assignments, discussions, presentations, and other activities in this course.

## **Tutoring Services**

### **Peer Tutoring Center**

Peer Tutoring is available to on ground undergraduate students or any undergraduate student who can come to tutoring in person on campus. The university provides tutoring in many subject areas, including writing. The Peer Tutoring Center is located in the Library Learning Commons, but we have a satellite location, open to all in Hubbard 109. Please use the Navigate Student app to find tutors for appointments/drop-in availability in the Library or the satellite location.

### **Graduate/Upper-level Writing Support**

We have a Writing Consultant GA who will prioritize working with graduate level writing but will have some limited availability for upper-level undergraduate writing as well. This tutor will work online over zoom or in the Library Learning Commons. For more information on how to make an appointment with the graduate writing tutor, see our website, [Utica.edu/tutoring](http://Utica.edu/tutoring)

### **Online Tutoring/ Tutoring after hours**

For tutoring online, please use ThinkingStorm, which provides 24/7 live video tutoring in many subject areas as well as asynchronous tutoring services such as feedback on papers from a writing tutor. This resource is the primary resource for online students. Please use your Utica Student username at <http://www.utica.edu/thinkingstorm>